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## Auburn University Job Description

Job Title: **Dir, Management Accounting**

Job Family: No Family

Job Code: **KA28**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

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### Job Summary

Directs campus-wide management financial reporting activities.

### Essential Functions

1. Directs the preparation of various management reports including, but not limited to, financial projections, trends and explanations of variances in budgets.
2. Directs the capital budget and related reporting activities.
3. Coordinates the bond issuance process.
4. Develops financial models for strategic planning.
5. Develops and presents various Financial Management training classes.
6. Develops reserve analysis management reports.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance or related field
<b>Experience (yrs.)</b>	7	Experience in financial management and business operations

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of accounting principles, sound budgeting practices, IRS Tax Code and Laws.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012

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